School of Information Management

INFO 321 Principles of Project Management

Trimester One 2012

COURSE OUTLINE

Name and Contact Details

Course Co-ordinator and Lecturer: Gordon Hunter
Office: RH419
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Phone: 463 7436
Office Hours: to be advised

Trimester Dates

Teaching Period: Monday 5 March – Friday 8 June

Class Times and Room Numbers

Lectures:
Monday 12.40 – 13.30 GBLT4
Thursday 12.40 – 13.30 GBLT4

Tutorials:

Students are expected to attend one tutorial in each week during weeks 2-11: Times and venues will be announced on Blackboard in first week.
Students are expected to use the Signups system to reserve a particular tutorial stream.
Note that it is mandatory to attend at least 7 of the tutorials.

Course Delivery

The course is delivered over 12 weeks. Each week consists of two lectures and a tutorial. Students are expected to thoroughly read the recommended text which closely supports the lectures. Students also need to spend time learning the software tool, MS Project. This can be done in the SIM labs or on personally owned computers.

Expected Workload

Each week, in addition to the 3 hours required for attending lectures and tutorials, students can expect to spend about 1 hour preparing for the tutorial, 3 hours reading the set text and lecture notes, 3 hours on assignments and 2 hours practicing MS Project during the period

when this is topical. In addition, students should expect to spend 5 or 6 hours revising for the mid term test and about 10 hours preparing for the exam at the end of the course.

Course content and schedule:

Wk	Focus and Topics covered	Readings	Assignments Due
1	Course details and arrangements Introduction to Project Management	Chapter 1	
2	Project Scope Management	Chapter 5	
3	Project Time Management	Chapter 6 and Appendix A	Part 1
4	Project Cost Management	Chapter 7 and Appendix A	
5	Project Quality Management/**Mid course test 1**	Chapter 8	Part 2
	--Mid Trimester Break--		
6	Project Human Resource Management	Chapter 9	
7	Project Communication Management	Chapter 10	Part 3
8	Project Risk Management	Chapter 11	
9	Project Procurement Management	Chapter 12	Part 4
10	Project Integration Management	Chapter 4	
11	The Project Management and the Information Technology Context / **Mid course test 2**	Chapters 2, 3	Part 5
12	Summing up/ Conclusion		

Note: The schedule may change during the course; any changes will be communicated via Blackboard.

Course Learning Objectives

Objective	On completion of this course, students should be able to:	FCA Graduate Attributes	Major attributes
1	List the nine project management knowledge areas in the Project Management Body of Knowledge (PMBOK) and describe the tools and practices associated with them.	1,2,5	1,2,3,5,6
2	Describe the project life cycle and the role of project management process groups.	1,2,5	1,2,3,5
3	Use Microsoft Project software.	1,2,5	1,2,3,5
4	Discuss the importance of good project management and its importance to improving the success of information technology projects.	1,2,5	1,2,3,5,6,7
5	Communicate knowledge and experience of project management with the class.	2	1,3,5,6

FCA Graduate Attributes (FGA)

1: Critical and Creative Thinking: *Our graduates will demonstrate application of critical and creative thinking skills to practical and theoretical problems*

2: Communication: *Our graduates will be effective communicators*

3: Global and Multicultural Perspective: *Our graduates will have a global and multicultural perspective*

FCA Learning Goal 4: Leadership: *Our graduates will recognise, support and display leadership*

FCA Learning Goal 5: Major attributes: *Our graduates will develop specific knowledge and skills in at least one business, economics or public policy discipline area*

INFO Major Attributes (IMA)

1: Understand and manage the interplay between people, technologies and organisations that underlies information systems

2: Demonstrates a sound understanding of IT and related organisational processes

3: Analyse, design, develop, test, implement and maintain information strategies, systems, processes and applications for organisations

4: Exploit opportunities created by technology innovations

5: Communicate the technical and managerial aspects of information systems

6: Understand, manage and control IT risks and security

7: Explain the impact of IT in either social, economic, legal or ethical issues in organisations and society

Readings

Recommended text: Schwalbe, Kathy. *Information Technology Project Management, Sixth Edition,* Course Technology (ISBN-10: 0324786921). Available at Victoria University Bookshop.

Other recommended books can be found on Blackboard.

Assessment Requirements

Item	Weight	Description	Due
Tutorial performance	**20%**	Preparing for, attending and participating in tutorials. It is mandatory to attend at least 7 tutorials. Please note that attending the minimum number will result in a grade no better than "C" for this component, i.e. 5/10.	
Assignment: Part 1	5%	Project initiation, scope and the WBS	23 March (Week 3)
Part 2	5%	Time and Cost	5 April (Week 5)
Part 3	5%	Quality and HR	4 May (Week 7)
Part 4	5%	Communication and Risk	18 May (Week 9)
Part 5	5%	Procurement and Integration	1 June (Week 11)
Assignment Sub Total	**25%**	Assignments must be submitted to the appropriate box on the Mezzanine Floor of Rutherford House **by noon on Tuesday** of the appropriate week.	
Mid Course Test 1	**25%**	This test covers all aspects of the course up to and including week 5.	
Mid Course Test 2	**30%**	This test covers all aspects of the course from week 6 to week 11.	
TOTAL	**100%**		

Note: Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning objectives as required for accreditation and audit purposes. The findings may be used to inform changes aimed at improving the quality of FCA programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

Mapping of Assessment to Course Objectives and Major Attributes

Assessment	Objectives					Major Attributes						
	1	2	3	4	5	1	2	3	4	5	6	7
Tutorial performance	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	
Assignment 1	✓	✓		✓	✓	✓	✓	✓		✓		
Assignment 2	✓	✓	✓	✓	✓	✓		✓		✓		
Assignment 3	✓	✓		✓	✓	✓		✓		✓		
Assignment 4	✓	✓		✓	✓	✓		✓		✓	✓	
Assignment 5	✓	✓		✓	✓	✓	✓	✓		✓		
Mid course test 1	✓	✓	✓	✓	✓	✓	✓	✓		✓		
Mid course test 2	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	

Examinations

There are two mid course tests in this course and no final examination.

Penalties

In keeping with standards of professionalism appropriate to this programme, it is expected that deadlines will be honoured. In fairness to students who complete work on time, work submitted after the due time and date will incur penalties for lateness. The penalty is 10% of the assignment's grade per day late or part thereof. Unusual or unforeseeable circumstances (e.g. serious illness, family bereavement) may lead to a waiver of this penalty but these circumstances need to be discussed with the course coordinator without delay.

Withdrawal from Courses:

1. Your fees will be refunded if you withdraw from this course on or before 16 March 2012.

2. The standard last date for withdrawal from this course is Friday 18 May. After this date, students forced to withdraw by circumstances beyond their control must apply for permission on an '*Application for Associate Dean's Permission to Withdraw Late*' including supporting documentation. The application form is available from either of the Faculty's Student Customer Service Desk.

Mandatory Course Requirements:

In addition to the usual requirement of achieving at least an overall grade of "C" in order to pass this course you must also:
- Obtain at least a "D" grade in the final examination;
- Attend at least seven tutorials.

Please note that an attendance register will be kept for both lectures and tutorials.

Class Representative

A class representative will be elected in the first class, and that person's name and contact details made available to VUWSA, the Course Coordinator and the class. The class representative provides a communication channel to liaise with the Course Coordinator on behalf of students.

Materials and Equipment

Lab Access

Information Systems and Electronic Commerce students have access to a range of computer lab facilities. This means that you can still undertake this course even if you don't have a computer at home.

Like all university students you are able to use any ITS computer lab throughout the University (this includes labs in Murphy building, Library and Law School) as long as you have a current ITS account. If you don't have a current account contact ITS via telephone 463 5050 or email its-service@vuw.ac.nz or log a call online at http://www.victoria.ac.nz/its/helpform.aspx

Ad-hoc Lab Access

2nd and 3rd year INFO and ELCM students also have access to the purpose built school labs in RWW 415 (28 seats) and RWW 401 (17 seats). These are available for use when not

timetabled for workshops for other courses**.** Please check the booking schedules on the lab doors before entering a laboratory to ensure that you are not interrupting a class, and you can finish your work before the next scheduled class.

You may be asked to leave the lab by a supervisor if the machine you are using is required for a scheduled class. Please pack-up and leave the lab promptly if asked to do so.

If you are sharing the lab with a scheduled class please use machines furthest away from the projection screen first and avoid interrupting the taught class with noise.

The food and drink ban in the labs will be enforced. Please respect this in order to keep the facilities clean and in good working order for everyone.

Communication of Additional Information
Additional information will be communicated via Blackboard.

For the following important information please follow the links provided:

Academic Integrity and Plagiarism
http://www.victoria.ac.nz/home/study/plagiarism.aspx

General University Policies and Statutes

Find key dates, explanations of grades and other useful information at www.victoria.ac.nz/home/study

Find out about academic progress and restricted enrolment at http://www.victoria.ac.nz/home/study/academic-progress.aspx

The University's statutes and policies are available at www.victoria.ac.nz/home/about/policy, except qualification statutes, which are available via the Calendar webpage at http://www.victoria.ac.nz/home/study/calendar.aspx (See Section C).
Further information about the University's academic processes can be found on the website of the Assistant Vice-Chancellor (Academic) at www.victoria.ac.nz/home/about_victoria/avcacademic/default.aspx

AVC (Academic) Website: information including: Conduct, Academic Grievances, Students with Impairments, Student Support
http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx

Faculty of Commerce and Administration Offices
http://www.victoria.ac.nz/fca/studenthelp/

Manaaki Pihipihinga Programme
http://www.victoria.ac.nz/st_services/mentoring/

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